

Virginia Defense Force Personnel Promotions

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**Virginia Defense Force Headquarters
5001 Waller Road
Richmond, Virginia 23230-2915**

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PERSONNEL PROMOTIONS

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Chapter 1: Introduction

Section I: General

1-1. Purpose

This regulation prescribes policy, eligibility requirements, and administrative procedures for the promotion of personnel in the Virginia Defense Force (VDF).

1-2. References.

- a. Code of Virginia Title 44: Military Laws of Virginia.
- b. Permanent Order 1-1 (VaDF) TAG, VA 1 March 1988.

1-3. Definitions.

Unless otherwise defined herein, the following terms are used in this regulation:

- ANCOC - Advanced NCO Course
- BNCOC - Basic NCO Course
- BOLC - Basic Officer Leadership Course
- PLDC – Professional Leadership Development Course
- TIG - Time in grade
- TIS - Time in service

1-4. Responsibilities.

- a. The Assistant Chief of Staff, G-1 will establish personnel policies relating to personnel promotions and will conduct and supervise all prescribed personnel administrative functions. All such policies shall be in writing, shall specifically refer to this regulation, and shall be attached to and become a part of this regulation at the time such policies are published.
 - b. Requests to VDF Headquarters for promotion action shall be sent to the Assistant Chief of Staff, G-1. Such requests and/or promotion packages must be supported by properly prepared, formatted and completed documents per the direction and guidance of the Assistant Chief of Staff, G-1.
 - c. Reports to VDF Headquarters of promotions by subordinate units shall be made by forwarding a copy of the promotion order and of the properly completed *Commander's Certification of Promotion Eligibility* to the Assistant Chief of Staff, G-1.
 - d. The Staff Judge Advocate (SJA), upon request, will review VDF administrative changes to verify the legality of prescribed policies and changes.
 - e. VDF commands will process all promotion actions in accordance with this regulation.
- (1) The Assistant Chief of Staff, G-1, will return incomplete or improperly prepared requests for promotion action to the submitting command without action.
 - (2) In each instance, such purported promotion action will not be recognized and no corresponding changes to the personnel records will be made until the corrected and completed report of such promotion has been received by the Assistant Chief of Staff, G-1.

1-5. Documentation.

The original of the signed *Commander's Certification of Promotion Eligibility* shall be forwarded to VDF Headquarters with each request for promotion action by subordinate commands. Copies of such shall be kept in the Military Personnel Records Jacket ("201" File") of the concerned individual.

1-6. Waivers.

Waivers to the promotion criteria will only be considered for promotion up to the rank of E-5. Such requests will go to the promotion authority as specified in Chapter 4.

Section II: Policy

1-7. Commander's Intent.

- a. Promotions at all levels in the VDF are based on two over-arching standards: sustained performance of assigned duties and demonstrated potential for service at the next highest grade/rank.
- b. The fact that a VDF member may be "fully qualified" administratively, *e.g.*, sufficient TIS/TIG, or required training, does not mean that the member will be promoted to the next highest grade.
- c. Promotion boards will give appropriate weight to the service of VDF members in demonstrated leadership positions in a diverse range of command, staff or senior leadership assignments.

Chapter 2: Commissioned Officer Promotions

2-1. General.

a. All officers are eligible for promotion IAW the criteria per Table 1. To be considered for promotion, an officer must be in a promotable billet, meet minimum TIS and TIG requirements, complete applicable professional military education requirements, demonstrate sustained leadership in the performance of duties, and maintain a professional appearance. Meeting minimum requirements do not guarantee a promotion, but rather serve as a benchmark for initial consideration.

b. Minimum education level required for all officers is a baccalaureate degree. Officers who received their commission in the VDF through the BOLC with the minimum 90 semester hours of credit are required to have a baccalaureate degree before being eligible for promotion to Captain (O-3).

Table 1

VDF PROMOTION TIMELINE				
To the Grade Of	Minimum TIS (Years)	Minimum TIG (Years)	Professional Military Educational (PME) Requirements	PROMOTION AUTHORITY
O-6	20 Y	06 Y	ICS-400	DIV
O-5	14 Y	05 Y	Joint Knowledge On-Line DSCA Phase I; ICS-300	DIV
O-4	09 Y	04 Y	VDF Staff Planning Course; FEMA Professional Development Series	DIV
O-3	05 Y	03 Y	Company Commanders Course (CoCC)	DIV
O-2	02 Y	02 Y	ICS-100, 200, 700 & 800	DIV
O-1	N/A	N/A	BOLC	DIV
Note: Commissioned service in the U.S. military and the VDF can be combined to reach minimum TIS and TIG requirements.				

Approval authority for promotion to BG is the Adjutant General of Virginia. Nominating authority is the Commanding General, VDF.

Chapter 3: Warrant Officer Promotions

3-1. General.

a. All warrant officers are eligible for promotion IAW the criteria per Table 2. To be considered for promotion, a warrant officer must be in a promotable billet, meet minimum TIS and TIG requirements, complete applicable professional military education requirements, demonstrate sustained leadership in the performance of duties, and maintain a professional appearance. Meeting minimum requirements do not guarantee a promotion, but rather serve as a benchmark for initial consideration.

b. Minimum education level required for all warrant officers for promotion consideration to ranks above CW-2 is an associate's degree.

c. CW-2s and above may be considered by the Company Grade Promotion Board for promotion to the rank of Captain/O-3. Such candidates must have at least 8 years of TIS, 3 years TIG as a CW-2, complete the PME requirements for promotion to O-3, and meet the educational requirements per paragraph 2-1.b. If educational requirements are not met, they may be promoted to 1LT/O-2.

Table 2

VDF PROMOTION TIMELINE				
To the Grade Of	Minimum TIS (Years)	Minimum TIG (Years)	Professional Military Educational (PME) Requirements	PROMOTION AUTHORITY
CW-5	18 Y	06 Y		DIV
CW-4	12 Y	05 Y	ICS-400	DIV
CW-3	07 Y	04 Y	VDF Staff Planning Course; ICS-300; Joint Knowledge On-Line DSCA Phase I	DIV
CW-2	03 Y	03 Y	Company Commanders Course (CoCC); FEMA Professional Development Series; ICS-100, 200, 700 & 800	DIV
WO-1	N/A	N/A	BOLC	DIV
Note: Commissioned service in the U.S. military and the VDF can be combined to reach minimum TIS and TIG requirements.				

Chapter 4: Enlisted Promotions

4-1. General.

All enlisted personnel are eligible for promotion IAW the criteria in Table 3. To be considered for promotion, an enlisted member must be in a promotable billet, meet minimum TIS and TIG requirements, complete applicable professional military education requirements, demonstrate sustained leadership in the performance of duties, and maintain a professional appearance. Meeting minimum requirements do not guarantee a promotion, but rather serve as a benchmark for initial consideration.

Table 3

VDF PROMOTION CRITERIA				
To the Rank of	Minimum TIS (Years/Months)	Minimum TIG (Years/Months)	Promotion Authority	Professional Military Educational (PME) Requirements
E-9	20 Y	05 Y	DIV	ICS-400
E-8	15 Y	04 Y	DIV	ICS-300
E-7	11 Y	04 Y	DIV	ANCOC, VDF Staff Planning Course
E-6	07 Y	03 Y	DIV	BNCOC, FEMA Professional Development Series
E-5	04 Y	02 Y	BDE	PLDC (2015 req't)
E-4	02 Y	01 Y	BN	ICS-100, 200, 700 & 800; NCO Leadership Development Course
E-3	01 Y	06 M	BN	IET
E-2	06 M	06 M	BN	VDF Orientation Level II
E-1	N/A	N/A	BN	N/A
Note: Service in the U.S. military and the VDF can be combined to reach minimum TIS and TIG requirements.				

Chapter 5: Promotion Boards

5-1. General.

- a. Separate Officer and Enlisted Promotion Boards will be established at Battalion, Brigade and Division levels, as applicable, by such convening orders as published by the promotion authority. The promotion authority, as part of a convening order, will detail any precepts that the board should consider in selection. Reports of board action will be in formation as promulgated by the Assistant Chief of Staff, G-1, and shall be signed by the President of each board. Division Boards shall act upon all recommendations for promotions of personnel in HHC GW, and on all applications for promotion IAW with the authorities set forth in Chapters 2 thru 4 of this regulation. Meeting minimum requirements do not guarantee a promotion, but rather serve as a benchmark for initial consideration.
- b. Each board will consist of at least three but not more than five members. Board members will be at least one grade higher than the candidate whose promotion is being considered. For Division level boards, each Brigade Command will provide one board representative.
- c. All promotion packages submitted for consideration by a division level promotions board must be received by division headquarters one month prior to the date of the convening of the board.
- d. All required administrative documentation must be complete when submitted to the promotion board. Incomplete or inaccurate documentation will be returned to the submitting authority without action.
- e. Promotion Boards do not have the authority to promote.
- f. Promotion orders will be prepared and published by the promotion authority.
- g. The effective date of the promotion is that which is specified in the promotion order. Wearing of rank insignia of the higher grade prior to receipt of the promotion order by the individual being promoted is not permitted.

5-2. Officer Promotion Boards.

- a. Officer Promotion Boards will be chaired by an officer two grades higher to the grade of those officers being considered for promotion. An officer will be appointed to serve as the recorder and shall be a non-voting member.
- b. At least one member of a Warrant Officer Promotion Board shall be a warrant officer one grade higher to those offices being considered for promotion.
- c. Officer Promotion Boards shall consider applications for promotion IAW with the authorities set forth in Chapters 2 and 3 of this regulation per the below yearly board schedule:
 - (1) The Chief Warrant Officer Promotion Board and Company Grade Promotion Boards – DIV Spring MUTA – Effective date of promotion one month from signing of board results by the promotion authority and issuance of promotion orders by cognizant authority.
 - (2) The Field Grade Officer Promotion Board – DIV Fall MUTA – Effective date of promotion one month from signing of board results by the promotion authority and issuance of promotion orders by cognizant authority.

5-3. Enlisted Promotion Boards.

- a. Enlisted Promotion Boards will be convened by order of the promotion authority. Membership of the DIV and BDE boards will each be comprised of at least five non-commissioned officers of at least two grades higher than those personnel being considered for promotion with the exception of the E-9 board. Battalion level boards will be comprised of at least three non-commissioned officers in the rank of E-6 or above. The promotion authority's convening order shall also designate a non-commissioned officer to serve as a non-voting recorder.

b. Enlisted Promotion Boards shall consider applications for promotion IAW with the criteria set forth in Chapter 4 of this regulation, i.e., minimum TIS and TIG, assignment to a promotable billet, completion of applicable PME, and sustained performance of duties. Personnel TIS and TIG eligibility will be based upon the date of the convening of the board. Waivers to the promotion criteria will only be considered for promotion up to the rank of E-5. Such requests will go to the promotion authority as specified in Chapter 4.

c. DIV Enlisted Promotion Boards to the rank of E-6 and E-7 will be held at the DIV Spring MUTA. Promotion Boards to the rank of E-8 and E-9 will be held at the DIV Fall MUTA. At these boards, candidates for promotion consideration will be required to be interviewed by the respective board. The effective date of promotion is one month from the signing of board results by the promotion authority and issuance of promotion orders by the cognizant authority. Subordinate unit boards will be convened semi-annually for promotion up to the rank of E-5.

VDF REGULATION 624-1 APPENDIX X
COMMANDER'S CERTIFICATE OF PROMOTION ELIGIBILITY/PROMOTION SCREENING REPORT

Name: _____ Unit: _____ Rank to be promoted: _____

PROMOTION CRITERIA

Time in Grade (TIG) Required Months: _____ Actual Months: _____

Time in Service (TIS) Required Months: _____ Actual Months: _____

Is a waiver required? Yes/No

Is candidate in a promotable billet? Yes/No

Drill attendance (last 12 scheduled drills): _____%

Non-drill alternative training hours (last 12 months): _____ Hours

TRAINING EDUCATION REQUIREMENTS

Date Completed

VDF Orientation "self study" (PV2 – COL)	_____
Level II-A (Emergency Response) "self study" (PV2 – COL)	_____
NCO Leadership Development - NCOLD "self study" (SPC – SGM)	_____
Initial Entry Training Course – IET "non prior service only" (PFC, SPC)	_____
Primary Leadership Development Course – PLDC (SGT)	_____
Basic Non-Commissioned Officers Course – BNCOC (SSG)	_____
Advance Non-Commissioned Officers Course – ANCOC (SFC)	_____
FEMA IS 100 (SPC – COL)	_____
FEMA IS 200 (SPC – COL)	_____
FEMA IS 700 (SPC – COL)	_____
FEMA IS 800 (SPC – COL)	_____
Professional Development IS series – PDS (SSG, CW2, MAJ)	_____
Basic Officer Leadership Course – BLOC (WO1, 2LT)	_____
Company Commanders Course – COCC (CW2, CPT)	_____
VDF Staff Planning Course (SFC, CW3, MAJ)	_____
Joint Knowledge DSCA Phase 1 "on line" (CW3, LTC)	_____
FEMA ICS 300 (MSG, CW3, LTC)	_____
FEMA ICS 400 (SGM, CW4, COL)	_____

DOCUMENT CHECKLIST

VDF Form 3-R _____ VDF Personnel Evaluation _____

CDR's Recommendation _____ CSM's Recommendation _____

Commander's Signature

Date